



## SACI DISCLOSURE OF STUDENT INFORMATION POLICY

### Notification of Rights under FERPA for Postsecondary Institutions

In compliance with the Family Educational Rights and Privacy Act (FERPA), Studio Arts College International (SACI) affords students certain rights with respect to their education records. These rights include:

**(1) The right to inspect and review the student's education records within 45 days of the day SACI's Assistant Dean/Registrar receives a request for access.**

Students should submit to the Assistant Dean/Registrar written requests that identify the record or records they wish to inspect. The Assistant Dean/Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Assistant Dean/Registrar, the official to whom the request was made shall advise the student of the correct official to whom the request should be addressed.

**(2) The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.**

Students may ask the Assistant Dean/Registrar to amend a record that they believe is inaccurate or misleading. They should write the Assistant Dean/Registrar or any other SACI official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If SACI decides not to amend the record as requested by the student, SACI will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by SACI in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom SACI has contracted (such as an attorney, auditor, or collection agent); a person serving on SACI's Board of Trustees; or a SACI student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by SACI to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

*Updated: 03/2018*